North Hennepin Community College

Policy/Procedure Information

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Name: Grant Procurement and Administration

Author: Policy Committee

Custodian: Policy Committee

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Regulatory Authority:

- MnSCU Board Policy 7.7 – Gifts and Grants Acceptance
  - http://www.mnscu.edu/board/policy/7-07.pdf

Part 1. Grant Procedures

All grants, with the exception of student financial aid grants, Perkins Grants and TRIO Grants must go through the appropriate steps of the Grants Process. The table below shows the steps in the Grants Process required for respective types of grants:

Source of Grant Funds	Examples	Grants Process Steps
System Office Grants	CTL Grants, MN Online, etc.	Steps 3 through 8
Private Grants	Excel Energy, Bremmer, etc.	Steps 1 through 8
County and Local Grants	Hennepin County Green Partners	Steps 1 through 8
Federal and State Grants	NSF (Federal), MJSP (State)	Steps 3 through 8
Sub recipient Grants	Partnering on NSF Grant	Steps 3 through 8

NHCC's Grants Initiator and Grants Developer will assist faculty and staff who have an interest in pursuing grant funding.

Part 2. Grant Steps and Information

Step 1: Grant Concept

Step 2: Research Funding Sources

Step 3: Develop Proposal Concept

Step 4: Complete Intent to Apply Form

Step 5: Develop Proposal and Budget

Step 6: Final Internal Approval and Submission

Step 7: Post-submission Procedures

Step 8: Grant Related Roles and Responsibilities

Grant Writing Resources

NHCC's Grants Initiator is Sheryl Olson, at 763-424-0882, **SOlson@nhcc.edu**

NHCC's Grants Developer is Karen Herrera, at 763-424-0916, **KHerrera@nhcc.edu**

Part 3. Step 1 – Grant Concept

The grant proposal should address one or more of the College's Strategic Goals, as well as relate to NHCC's mission and strategic objectives.

Subpart A. Establish Concept Depth

All grant projects begin with a concept or idea. Within a proposal, the goal is to persuade the reviewers that the core concept is worthy of the sponsor's investment. Starting early and developing the concept fully can help achieve that goal.

Following are some important issues and related questions that may be used to assess the value of a concept or project under consideration:

1. Gaps or Problems: What need does this concept/project respond to?
2. Significance: Does the proposed project address an important problem or issue?
3. Innovative: Is the concept or its application new or creative, and, if so, in what way(s)?
4. Increased Knowledge: Will the project contribute to the base of knowledge in the field?
5. Background: Is the proposal author(s) familiar with the history, new thinking, and issues related to this concept? Can the author(s) communicate a thorough understanding of the concept, such as through articulation of a critical review of related literature?
6. Future Development: Can natural extensions of this concept/project be identified? Are they considered important?

Reviewers of proposals are generally well-versed in the concepts presented within the proposals that they review. Therefore, to be competitive the Champion/Proposer should have a mastery of the concepts and issues related to the project. Such depth of understanding is often

acquired through an examination of what has been written about a concept. Writing about the project with reference to current thinking and practice helps establish credentials and the validity of the concept/project. Moreover, gathering materials that support the conceptual and practical dimensions of a project is important for building a strong case for support.

Subpart B. Assess Value of Proposal

Before developing a full proposal, the *Grant Proposal Assessment* worksheet is to be used to evaluate the costs, benefits, and potential of the effort. A full-size version of this form is available on the NHCC Grant Development webpages.

Subpart C. Discuss Concept

Teamwork is an important part of developing any grant proposal. Team members may provide assistance in the form of concept brainstorming, identifying potential funding sources, developing evaluation strategies, and editing draft proposals.

The Grants Initiator and respective Dean should be informed of the grant proposal as early as possible in the process. They can help evaluate and clarify the project concept, and confirm that it is of interest and benefit to the College. They can also help identify programs or areas that may be impacted by the project and who will need to be involved in the initial conceptualization and planning.

The Grants Initiator can also help identify potential collaborators for the project. Other faculty and staff may have the expertise needed in areas such as evaluation, technology, curriculum development, and so on.

Subpart D. Prepare Summary Proposal

Write a one-page summary of the project concept. Include the following topics in the summary:

1. Significance of the project
2. Goals and objectives
3. Overview of planned activities
4. Value and contribution to the College
5. Sustainability potential and costs

Subpart E. Prepare Estimated Budget

Prepare an estimated budget for the project. The budget is an important aspect of the project and should not be left to the last minute to complete. The budget may even determine which sponsor will be most appropriate for the grant proposal. Items to consider when estimating the project budget are:

1. Salaries and wages
2. Fringe benefits
3. Travel
4. Participant support
5. Office space and equipment
6. Materials and supplies
7. Consultants and contracts/sub-awards
8. Other costs
9. Facilities and administrative costs (including indirect costs)

Part 4. Step 2 – Research Funding Sources

There are many resources available to help identify potential sponsors for a project. NHCC's Grants Initiator can perform a search of funding organizations and programs and help narrow options. The Grants Initiator can also direct to a variety of resources, including web sites, funding directories, databases, and other service offices. Any questions about grants or related policies and procedures can be directed to the Grants Initiator.

Subpart A. Resources

The Grant Development web pages contain a variety of links and resources:

1. Education
    a. American Association of State Colleges and Universities, Grants Resource Center (GRC) http://www.aascu.org/grc/ .
    b. American Association of Community Colleges http://www.health.state.mn.us/grants/procedures.html
    c. Catalogue of Federal Domestic Assistance http://www.cfda.gov/
    d. Council of North Central Two-Year Colleges http://cnctyc.kcmetro.cc.mo.us/grants.htm
    e. e-Funding Solutions http://www.efundingsolutions.com/
    f. Foundation Center http://fdncenter.org/funders
    g. Foundation Online http://www.foundations.org/grantmakers.html
    h. Nyquist Foundation Newsletter http://www.nyquistfdtn.org/FFR.pdf
2. Federal Sources
    a. Commerce Business Daily http://cbd.cos.com/
    b. Department of Commerce, National Telecommunications, and Information Administration http://www.ntia.doc.gov/
    c. Department of Education http://www.ed.gov/offices/OCFO/grants.html
    d. Department of Health and Human Services (HHS) http://www.hrsa.gov/grants.htm
    e. Federal Register http://www.gpoaccess.gov/fr/
    f. Grants.gov, supports searches and applications for competitive funding to federal grant-making agencies www.grants.gov
    g. Grants.net, supports searches and the exchange of information regarding federal funding programs http://www.hhs.gov/grantsnet/
    h. National Endowment for the Arts (NEA) http://arts.endow.gov/
    i. National Endowment for the Humanities (NEH) http://www.neh.fed.us/
    j. National Science Foundation (NSF) http://www.nsf.gov/home/grants.htm
3. State of Minnesota
    a. State Arts Board http://www.arts.state.mn.us/
    b. Minnesota Department of Health http://www.health.state.mn.us/grants/index.html
    c. Minnesota Department of Human Services http://www.dhs.state.mn.us/RFP_Grants/default.htm

    d. Minnesota Humanities Commission http://www.minnesotahumanities.org/
    e. Minnesota Jobs Skills Partnership http://www.dted.state.mn.us/06x02f.asp
    f. Minnesota Office of Grants Management http://www.grants.state.mn.us/public/
    g. Minnesota State Colleges and Universities (MnSCU)
    h. GrantsPlus http://www.grantsplus.mnscu.edu/GrantOpps/GrantOpportunities.html
    i. Center for Teaching and Learning http://www.ctl.mnscu.edu/
    j. MN State Register http://www.comm.media.state.mn.us/bookstore/state_register.asp
4. Private Foundations and Corporations
    a. Minneapolis Foundation http://www.minneapolisfoundation.org/grants/overview.htm
    b. Online Nonprofit Resources http://www.findit.org/html/fund_online_foundations.html

Subpart B. Investigate Potential Sponsors

Evaluating potential sponsors involves more than simply reviewing descriptions of their programs in an online database or resource guide. When considering communicating with any private or corporate sponsor, contact the Grants Initiator first to discuss how best to approach the organization (e.g., email, formal letter, or telephone call). Also consider contacting past awardees and past proposal reviewers if possible and appropriate. There are also some internal institutional guidelines in place to help guide communications with certain sponsors, and it is important that these be observed.

Questions to consider asking when contacting a sponsor include the following:

1. Does my project fall within your current priorities?
2. Would you be willing to review a pre-proposal or draft proposal?
3. How many new awards do you expect to make this funding cycle or year?
4. What are the most common mistakes in the proposals you receive?
5. Do you accept unsolicited proposals?
6. Would you be willing to share a copy of a funded proposal?
7. Are there any other insights you can share with me on how to be successful?

Part 5. Step 3 – Develop Proposal Concept

After the research of funding sources with the Grants Initiator and discussion with colleagues, the Champion/Proposer along with the Grants Developer, will formalize the proposal concept.

Part 6. Step 4 – Complete Intent to Apply Form

Before beginning development of a formal proposal, the Champion/Proposer must fill out and submit for signature-approval the following NHCC's *Intent to Apply for External Funding* form. This process will ensure that the Champion/Proposer's intentions are reviewed by the appropriate

administrators and that documentation of approval is established. It is important to note that this is preliminary approval and that final approval is required before submission of an application to the funding organization. A full-size version of this form is available on the NHCC Grant Development webpage.

Part 7. Step 5 – Develop Proposal and Budget

Subpart A. Ways to Complete a Grant

There are three ways to complete a grant. After careful consideration, the Champion/Proposer, in consultation with the Grants Developer, will decide which of these three methods is most likely to lead to a successful grant proposal. All three methods require the on-going involvement of the Champion/Proposer to ensure the project is integrated into the College's work.

1. Engage a contract writer. The Grants Developer has many knowledgeable resources available to write the grant. The Grants Developer completes the necessary paperwork to hire the individual or organization.
2. Utilize Champion/Proposer with Grants Developer support. In this method, the Champion/Proposer is the primary writer of the grant with support for proofing, submittal, budget and final approvals from the Grants Developer.
3. Utilize Grants Developer in collaboration with the Champion/Proposer and team. This method will have the Grants Developer primarily responsible for writing the grant with on-going involvement of the Champion/Proposer.

It is important to note that not all funders will require applicants to include all of the information, nor in the particular order, nor under the specific headings that will be discussed in this section. Therefore, the guidance presented is not meant to be prescriptive; rather, it is intended to provide an overview of some of the most common proposal elements and to offer them as a distilled set of best practices that have proven useful for many applicants. In all cases, the potential funder's requirements should take precedence over the guidance presented here.

It is the responsibility of the proposal writer or team to persuade the reviewer(s) that the proposed project is worth funding. Therefore, it is important to communicate the concept and plans clearly and completely. A poor presentation can stop a good project from being funded. Chances of being funded can be optimized by improving proposal writing skills, and mastering often required proposal sections.

Subpart B. Plan Success

A little planning can go a long way in preparing a grant proposal. Depending upon the scope of the project, writing a competitive proposal may take anywhere from three to twelve months. Below are some important planning suggestions:

1. Start early. Many grant-seekers make the mistake of waiting until a couple weeks before the proposal is due; start early, start now.
2. Read the guidelines and follow them. Do not begin writing until the sponsor's expectations are understood. It is helpful to have a working partner who also takes

responsibility for understanding and following the guidelines. These guidelines are a non-negotiable list of requirements.

3. Investigate the potential sponsor. Before preparing an application, research the target funding agency to gather information and understand its mission, strategic plan, and investment priorities. A competitive application aligns closely with and supports the sponsor's goals and objectives.
4. Understand the review process. Learn as much as possible about the reviewers, the review process, and the review criteria being used. The grant proposal must clearly address each review criterion, and the proposal should be structured so that these discussions are easy for reviewers to find. Subject headings, graphics, bullets, and bolded statements using language similar to that used in the RFP can all be used to make the reviewers' jobs easier.
5. Ask questions. Talk to the sponsor's program officer or NHCC's Grants Initiator and Grants Developer early about what is expected. The Grants Developer will help communicate with the program officer as needed.
6. Use a proposal preparation schedule as a guide. List all of the proposal development tasks to be accomplished. Estimate how long it will take to finish each task and set internal deadlines for completing them. Stay on schedule.
7. Collect and organize supporting materials. Be sure to observe the sponsor's guidelines, including instructions regarding page limits, as well as number and types of appendices. When developing figures, tables, photographs, references, letters of commitment, etc., follow the guidelines. Allow plenty of lead time for the preparation and College President's endorsement of a cover letter.
8. Submit an abstract and draft budget. Submit an abstract and draft budget to the Grants Developer 7 to 10 days prior to the deadline. S/he will provide constructive guidance.

Subpart C. Proposal Components

The final format of the grant proposal should be determined by the instructions provided by the sponsor. Most federal agencies provide extensive formatting instructions, as well as required forms. Private foundations, on the other hand, may provide only minimal formatting guidance. Nevertheless, public and private sponsors generally expect the following sections be included in every proposal.

1. Narrative. This is the "what" and "why" section of the grant proposal. Customarily, begin with a broad description of the need or problem that the project will address. This descriptive statement is then developed to include the rationale behind the proposal, explaining why anyone, particularly the reviewers, should be interested. As the narrative builds, a research-based understanding of the causes of the problem is constructed. Thereafter, this model and its attendant terminology are carried throughout the proposal. Next, it is customary to state overall goals and specific objectives. Finally, a plan of action is included that provides enough detail for the reviewers to assess whether the project can be run both efficiently and effectively. The narrative is an opportunity to demonstrate thought through every aspect of the project.

2. Evaluation. Evaluation is important because it demonstrates commitment to effectiveness and outcome impacts, as well as to dissemination of results. This section describes and explains the methodology that will used and the activities to evaluate the project, both during its implementation (formative evaluation) and at the conclusion of the project (summative evaluation). The College's Institutional Research Office is integral to planning and writing the evaluation plan for the College. Consider engaging an external specialist in evaluation or a skilled colleague to assist with developing and implementing this important aspect of the project. External evaluators are often able to assess a project from a more objective perspective.
3. Timeline**.** A well-developed project timeline helps the reviewer(s) understand what is planned. It can help demonstrate understanding of the problem(s), as well as expertise in designing intervention activities. It should show consideration of research findings and thought in the long-term project strategy. It may be appropriate to address issues of sustainability within this section as well.
4. Budget. While many view the budget as only a tedious necessity, in fact it is a key section in the proposal. The budget is often used by reviewers to assess a project's organization from a different perspective. It is useful because it provides important information about the methods employed by the project managers. Typical budget categories include salaries and wages, fringe benefits, travel, participant support, equipment, materials and supplies, consultants and contracts/sub-awards, other, and facilities and administrative costs (F&A). The Grants Developer will collaborate on the development of this budget.
5. Abstract. This may be the only section read in detail by some reviewers. It should be a concise, one-page summary of the project which provides a good overview of the proposed activities: who, what, when, where, why, and how. This is where a first impression may be made; therefore, it should capture the reader's interest. This section should be written in the third person, and it is often most effective to write it last.
6. Supporting Materials. Generally included in an appendix, these are the graphs, pictures, tables, letters of commitment, biographical sketches, and other documents that provide meaningful but secondary information. These should support the credibility of the project; however, if they were included in the earlier sections, they would interfere with a smooth reading of the proposal.

Subpart D. Project Writing Tips

While the application will be submitted to an agency, it will be read by people. Prepare the application with the reviewers in mind. Sponsoring agencies believe that it is their responsibility to assure that their reviewers are prepared, accomplished, dedicated, and fair. Keep these qualities in mind when writing. During the review process, they may also be busy, tired, and skeptical. Therefore, also remember, "In language, clarity is everything" (Confucius). In other words, be careful to write so that the reviewers will easily follow the project details. Do not assume that the reviewers have extensive prior knowledge or elaborate preexisting assumptions.

1. Readability

   a. Divide the proposal into the required sections
   b. Place the sections in the required or logical order
   c. Use parallel structure at the section level
   d. Incorporate logical paragraph breaks
   e. Open paragraphs with clear topic sentences
   f. Avoid the use of inflated language
   g. Define potentially unfamiliar terms
   h. Spell out acronyms and abbreviations
   i. Employ appropriate style and usage
   j. Use correct grammar, punctuation, and spelling
   k. Run a spell check, proofread, and have the Grants Developer proofread
2. Format as Expected
   a. Observe page limitations
   b. Observe margin requirements
   c. Consistently observe font and point size instructions
   d. Use headings and subheadings
   e. Incorporate ample white space
3. Incorporate Complementary Graphics
   a. Use graphics that are large enough to be useful
   b. Place graphics as close as possible to the text they are meant to illustrate
   c. Refer to graphics in the text
   d. Number and title graphics
   e. Include a caption for graphics
   f. Label axes and data points for clarity
   g. Provide a legend, as needed

There are many good **grant writing resources** available. Visit the Grants Developer for copies of articles and books on writing successful proposals, and/or try these web sites:

1. National Science Foundation, *A Guide for Proposal Writing,* http://www.nsf.gov/pubs/1998/nsf9891/nsf9891.htm
2. U.S. Department of Health and Human Services, National Institutes of Health (NIH), *Grant Writing Tips Sheets,* http://grants.nih.gov/grants/grant_tips.htm

Subpart E. Budgetary Processes/Expectations

An important issue of concern when preparing a grant proposal is release time and part-time faculty replacements. Release time is approved on a case-by-case basis by the Vice President of Academic Affairs and the College President, and is secured by signature on the *Intent to Apply for External Funding* form.

The budget and budget justification sections of a proposal request and defend the funds required for the project. Therefore, both sections are vitally important to the project. These sections inform the sponsor of the costs necessary to implement the proposed project and why the funds are required.

There are two general categories of costs for undertaking a sponsored project: 1) direct costs and 2) facilities and administrative costs (F&A, also known as indirect costs).

1. Direct costs can be specifically associated with a particular sponsored project, such as:
    a. Salaries and wages
    b. Personnel benefits
    c. Supplies
    d. Travel and communications
    e. Equipment
    f. Alterations and renovations
2. F&A costs are incurred for the general support and management of sponsored projects at an institution. Typical F&A costs include:
    a. General administration and expenses
    b. Plant operation and maintenance
    c. Library expenses
    d. Departmental/Office administration expenses
    e. Depreciation or use allowance
    f. Student administration and services

A significant issue to account for when preparing the project budget is whether cost sharing or matching is required. All cost sharing and matching must be approved by the College's Vice President of Finance and College President well in advance of submission. A source for the matching funds must be identified, and a letter of commitment from the College President must be obtained. Special cost tracking processes may be required if a project with this provision is funded by the sponsor.

The final budget must also be reviewed by the Grants Developer. Submit a copy of the final budget and budget justification to her/him seven days prior to the proposal deadline.

Other concerns about budgetary issues should be addressed by Business Office personnel.

Subpart F. Information to Support Grant Proposal Development and Projects

1. Distinguishing Gifts, Grants, and Contracts. Each of the three types of business relationships includes formal documentation requirements.
    a. Gifts to the college are made through the campus foundations and support scholarships for students and other projects not typically supported by the college's budget.
    b. Grants are made to the college foundation to perform a specific project (not to be confused with grants to students for financial aid). The sponsor generally supports the project as described in a proposal. Characteristics of grants include: project usually has stated goals and objectives; sponsor has guidelines as to expenditure of funds; deliverables to sponsor generally include programmatic reports; and financial reports are required.

c. Contracts are the most formal type of business relationship. Under a contract, the sponsor supports clearly defined activities. Contract characteristics include: specific deliverables are performed for pay, project performance is monitored by sponsor, technical reports are generally required, detailed financial reports are often required.

2. Legal Names and Mailing Addresses
   a. College Grants
      Payable to:
      North Hennepin Community College
      Attn: Vice President of Finance and Facilities
      7411 Eighty-fifth Avenue North
      Brooklyn Park, MN 55445

   b. Foundation Grants
      Payable to:
      North Hennepin Community College Foundation
      Attn: NHCC Foundation Executive Director
      7411 Eighty-fifth Avenue North
      Brooklyn Park, MN 55445

   c. Identification Numbers
      - NHCC DUNS (Dun and Bradstreet): 807-197-090
      - OPE ID (Office of Postsecondary Education Identification Number): 00237000
      - FEI (Federal Employee Identification, also known as Tax ID):
        - MnSCU, 41-1687554
        - NHCC Foundation, 41-1431459

Part 8. Step 6 – Final Internal Approval and Submission

Grant proposal submission cannot occur until the proposal packet is completed, including all forms, proposal, and supporting documentation. Review the package for accuracy and completeness. Ensure that a copy of the complete and signed *Intent to Apply for External Funding* form, as well as a final copy of the proposal packet, is included.

At least two weeks prior to the deadline, verify that the Grants Developer has reserved time to complete the submission process. Contact her/him early to share any specific or general concerns. Be sure that s/he has a copy of the sponsor's guidelines/RFP.

Review the submission instructions with the Grants Developer, making sure to note any special instructions as to number of copies required, mailing addresses, and so on. Keep a copy of all documents for the records. A copy of all documents should also be given to the Grants Developer.

Note that many sponsors require electronic submission of grant proposals through either email or web-based systems. Be sure to be familiar with the sponsor's electronic system well ahead of the

deadline, and keep others informed. Most web-based systems require registration and approval before submitting a grant. Please check with the Grants Developer to ensure the ability to submit the grant.

Part 9. Step 7 – Post-Submission Procedures

Subpart A. Funded

After notice that the project is funded, immediately do the following:

1. Send a copy of the award letter to the Grants Developer. Notify other appropriate College personnel about the award, such a supervisor, Dean, the Director of Marketing and Communication, Business Office, and Vice President of Finance and President.
2. Meet with the Business Manager to discuss accounting procedures of the grant and review project requirements. Fiscal Management is the responsibility of the Champion/Proposer with support from the Business Office.
3. During the project period, follow through with the evaluation plan; complete and submit progress reports by required deadlines. Project management is the responsibility of the Champion/Proposer.
4. Maintain a good relationship with the sponsor by following the project plan as presented in the proposal. Be especially careful to observe the sponsor's guidelines for fiscal management, including matching funds, if appropriate. Communicate with the sponsor as needed to conduct an exemplary project.
5. The Champion/Proposer is responsible for the project. Help is available – it is much better to seek guidance early if uncertain about management practices.

Subpart B. Not Funded

The average funding rates for most programs range from 10 to 30 percent. Proposals are not funded more often than they are. However, funding rates for resubmitted proposals can be significantly higher – even as much as 50%.

Begin by taking a close look at the reviewers' comments and determine which problems can be easily fixed and which may require additional research, analysis, or planning. Here is a list of typical problems:

1. Failure to follow the guidelines. Were the correct forms used? Was the proposal too lengthy? Are the sections in the expected sequence? Was the proposal submitted and received by the deadline? Was the sponsor that a proposal was coming, if required?
2. Typos, inconsistencies, omissions, and other general errors. Does the grant document contain numerous spelling and/or grammatical errors? Was all of the information that was requested? Was there adequate attention to the details?
3. Insufficient detail and lack of clarity. Did the reviewers understand the project model, activity plans, objectives, evaluation methodology, etc.? Is the budget consistent with the plan of activities?
4. Concerns about feasibility, resources, and qualifications. Is the scope of the project too broad or too narrow? Is the project innovative in light of research findings and current

practice? Is the problem severe enough to justify the project? Was the project team qualified to carry out the activities?

Subpart C. Resubmission

There are several steps that can be taken to improve future grant submissions, such as:

1. Conduct further preliminary studies and activities. Apply for a Strategic Initiative Proposal (SIP) to do a pilot version of the project.
2. Keep up with the current literature and stay aware of new developments.
3. Talk to the sponsors about ideas and find out if there is a receptive audience for them.
4. Volunteer to be a proposal reviewer. Get first-hand experience with the process.
5. Explore other funding opportunities and experiences. Consider participating in summer/sabbatical residencies or fellowships. Volunteer to serve as a consultant or subcontractor on a colleague's project.

Part 10. Step 8 – Grant Related Roles and Responsibilities

Subpart A. Accounting and Finance Roles and Responsibilities related to Grants

1. Notification - when the final outcome of the grant proposal has been received (College President has signed off), the V.P. Finance will notify the College Accounting Officer, Business Manager, Grants Initiator, Grants Developer and the Champion/Proposer (now referred to as the Grant Manager).
2. The Accounting Office will maintain fiscal oversight for all externally funded grants. The Accounting Office will have available reports of the fiscal standing of each active grant.
3. The Accounting Office will provide training for the Grant Manager on ISRS budgets and reports – including expectations related to grant reporting requirements.
4. The Accounting Office will provide accurate and timely financial information to the Grant Manager to comply with the granting agencies' requirements and the College's own accounting practices/procedures.
5. The Accounting Office will work with the Grant Manager regarding projected needs, impending budget deficiencies, and budget overages – to include oversight and management of HR assignments related to the grant.
6. The Accounting Office will create a grant account with appropriate attributes on the MnSCU accounting system.
7. The Accounting Office will enter a grant budget with proper controls in place on the MnSCU ISRS system to assure grant spending authority.
8. The Accounting Office will enter authorized changes to the approved budget or other grant conditions in accordance with the granting agency using line item budgeting.
9. The Accounting Office will ensure that grants carried forward from previous fiscal years are set up on a timely basis.
10. The Business Manager will ensure that local loans for yearend cash flow purposes are repaid by July 31st as appropriate.
11. The Accounting Office will monitor cash balances and request funds as needed.

12. The Accounting Office will transfer the grant indirect costs reimbursed by the granting agency into GEN.
13. For National Science Foundation Grants - the Accounting Office will file all cash requests through the NSF's Award Cash Management Service (ACMS). This generates the cash reimbursements for the grants and satisfies the grant reporting requirements.
14. The Accounting Office will periodically review expenditures and cash management reports for each grant. Copies of all such reviews will be distributed semi-annually to the College Accounting Officer, Business Manager, V.P. Finance, Executive Team and the Grant Manager.
15. The Accounting Office will house the official files for all grant awards, including copies of funder's regulations, signed Grant Proposal Planning Forms, approved applications, award notifications, project amendments, accounting, budget, evaluation and final audit reports.

Subpart B. Grant Manager and Dean's Roles and Responsibilities related to Grant

1. The Grant Manager, in conjunction with the Accounting Office and College Accounting Officer, will oversee the monitoring of externally funded grants, including review of budgets, personnel charged to the grants, reporting requirements, project and budget revisions, grant continuation or extension requests, and to ensure procurement procedures are followed.
2. All required program reports will be completed by the Grant Manager and reviewed by the Accounting Office before submission to the granting authority. The Accounting Office will verify the report to ISRS for externally funded grants. All fiscal reports (with the exception of NSF Grants as noted above) shall originate from the Grant Manager and the Accounting Office shall maintain the official fiscal files.
3. The Grant Manager and respective Dean, along with the Accounting Office and College Accounting Officer, will review the closeout of each grant at the end of its funding cycle. This shall include a final report submitted to the Grant Manager / Dean that will include outcomes of the grant compared to stated goals.

Review Action	Date(s)
Campus Community Review Period	March 19 – April 2, 2013
Shared Governance Council Review	April 26, 2013
Labor/Management Meetings Review	MAPE – April 23, 2013 AFSCME – May 3, 2013 MMA – May 3, 2013
Student Senate Review	April 22, 2013
President Approval	May 6, 2013
Campus Community Dissemination	May 13, 2013

History

- New procedure effective August 2013